

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
WID STAFF

SUBJECT: SDA ADMINISTRATORS' QUARTERLY MEETING MINUTES—
APRIL 18, 2000

The minutes and revised agenda from the Service Delivery Area (SDA) Administrators' Quarterly meeting held at the San Diego Marriott Hotel & Marina in San Diego on Tuesday, April 18, 2000, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact James W. Scholl, Manager, Internal Technical Support Unit, at (916) 657-4610.

/S/ BILL BURKE
Chief

Attachments

SERVICE DELIVERY AREA QUARTERLY MEETING
 San Diego Marriott Hotel & Marina
 333 West Harbor Drive
 San Diego, CA 92101-7700
 Tuesday, April 18, 2000

Agenda

8:00 a.m.	Welcome/Agenda Adjustments/Hot Topics	Bill Burke, Workforce Investment Division (WID)
8:15 a.m.	Legislative Update	Virginia Hamilton, California Workforce Association
8:45 a.m.	Workforce Investment Act (WIA) Update	Linda Monroe, California Office of Workforce Investment (COWI)
10:00 a.m.	Break	
10:15 a.m.	Eligible Training Provider List/Information System Implementation Discussion	Bill Burke, Liz Clingman, WID, Ron Addy, COWI
12:00 noon	Lunch	
1:00 p.m.	California's Welfare to Work Program	Jim Curtis, Research, Evaluation and Demonstration Projects Division
1:30 p.m.	JTPA Closeout	Liz Clingman, WID
2:00 p.m.	Performance Negotiations	Liz Clingman, WID
2:30 p.m.	Adjourn	

SERVICE DELIVERY AREA (SDA) QUARTERLY MEETING MINUTES

Tuesday, April 18, 2000

Welcome/Agenda Adjustments/Hot Topics—Bill Burke, Workforce Investment Division (WID)

- **Reorganization**—Jim Curtis has been appointed as the Chief of the Research, Evaluation and Demonstration Projects Division. Jim will be responsible for special projects as well as the Welfare-to-Work (WtW) 15 Percent Unit headed by Don Migge and the WtW 85 Percent Unit headed by a joint team of Staff Services Managers who will coordinate their work with the Department of Social Services. Additionally, the WID will also be reorganizing by using ten Staff Services Managers to be the liaison with the Local Workforce Investment Areas (LWIA). The LWIAs will receive the same level of State technical assistance through the coordination efforts of these ten managers.
- **Funds Utilization**—The State has issued Directive D99-10, *Title II and Title III Funds Utilization for PY 1999/2000*, in accordance within the federal guidelines on funds utilization. This allows the carry forward of Title II-A, II-B, and III 60 percent funds without regard to the 80 percent expenditure requirements. This also includes the older worker and the incentive funds. While all of the Title III 40 percent funding will expire on June 30, 2000, the State will evaluate requests to carry the funding into the Workforce Investment Act (WIA) on a case by case basis.

Legislative Update—Virginia Hamilton, California Workforce Association (CWA)

Virginia Hamilton indicated that she had met with the Legislative staff and there were three important items on the pending State WIA implementation legislation: the Section 1090 of the Government Code conflict of interest issue, One-Stop Premises issues, and the Employment Training Panel's \$50,000 grant to each LWIA. The Governor's Office has taken the proposed legislation under advisement without indication of support or opposition.

In preparation for the State budget hearing, CWA provided Legislative staff with information on Summer Youth, Labor Market Information, Hold Harmless, and Aging with Dignity. Virginia Hamilton and Frank Mecca authored a joint letter to both the Assembly and the Senate that voiced concern that the Governor put \$15 million of WIA Title I 15 percent funds and \$35 million of WIA State match into the budget for Aging with Dignity Initiative without input from the State Workforce Investment Board.

The CWA has asked the Legislators to supplement the Summer Youth program by \$30 million.

The Governor's Office needs to make a quick decision on Summer Youth, Hold Harmless, and the Transition funding so that the LWIAs will know their level of funding.

Workforce Investment Act Update—Linda Monroe, California Office of Workforce Investment (COWI)

The COWI has been meeting with their Legal Council and the Attorney General's Office to understand all of the ramifications of the conflict of interest requirements in Section 1090 of the Government Code on the Local Workforce Investment Boards (LWIB). The best solution may be a legislation remedy.

The State Plan was released to the Department of Labor (DOL) by the April 1, 2000, deadline. The DOL approved the abbreviated State Youth Plan. We anticipate that the WIA Transition funds will soon be released. After the Governor's Office makes a decision on hold harmless, then the final WIA allocations will be released. The next Board meeting will probably be after July 1, 2000. The application process for LWIB certification should be released by the end of the month and is due on June 1, 2000. The State Workforce Investment Board (SWIB) requires that the Youth Council be in place by July 1, 2000, for LWIB certification. Discussion followed.

The COWI is in the process of reviewing all of the local plans and anticipates completing the initial review by the end of the month. While additional information may be needed, after July 1, 2000, COWI anticipates each LWIA will have a minimum conditionally approved plan on June 30, 2000.

Eligible Training Provider List (ETPL)/Information System Implementation Discussion—Bill Burke, Liz Clingman, WID and Ron Addy, COWI

Charlie Peterson and Charlie Brown were included on the ETPL workgroup that had input on this process. In concert with COWI, the WID has developed a draft directive on the operational implementation of ETPL, which should be released by the end of the month. There will be a 30-day comment period on this draft directive.

The ETPL is applicable for WIA training to adults including Dislocated Workers but excluding customized and on-the-job training. Holders of Individual Training Accounts (ITA) shall have the opportunity to select any of the eligible providers on the ETPL.

The following providers are initially eligible for listing on the ETPL:

- Providers who receive funds under the Higher Education Act of 1965 and whose programs lead to an associate or baccalaureate degree or a certificate,
- A provider that carries out its program under the National Apprenticeship Act of August 16, 1937,
- Providers whose programs are accredited by an institution recognized by the Federal Department of Education,
- Providers whose programs are approved by the California Department of Education,
- Providers whose programs are approved by the Chancellor's Office of the California Community Colleges,
- Providers who are either approved or have Special Registration of their program from the Bureau for Private Postsecondary and Vocational Education (BPPVE),
- Providers who can demonstrate to the LWIB of their program effectiveness,

- Providers who can demonstrate to the LWIB sufficient evidence of employer support for the program and the willingness to hire its graduates, and
- Providers who can demonstrate to the LWIB that they are an authorized training provider for industry-specific training.

The providers apply to the LWIB who perform local data verification and determine the eligibility of the provider. Once the eligibility is determined, the LWIB submits the standard set of data elements to the State, which does the mandated State verification and if appropriate, updates the ETPL. A modified Job Training Automation system can be used for the LWIA submission of these data elements, but it is a local decision.

All programs that are initially listed on the ETPL must be determined within the 18 months of initial listing and annually thereafter, to be eligible to remain on the ETPL. This determination is called subsequent eligibility. In order to be subsequently eligible, programs must meet the following seven performance items:

- Completion rates on all individuals in the listed programs,
- Percentage of all individuals participating in the listed program who obtain unsubsidized employment,
- Wages at placement in employment for all individuals participating in the listed program,
- Percentage of WIA participants who completed the listed program and were placed in unsubsidized employment,
- Retention rates in unsubsidized employment of WIA participants who completed the listed program six months after the first day of their employment,
- Wages received by WIA participants who completed the listed program six months after the first day of employment, and
- Where appropriate the rates of licensure or certification attainment of academic degrees or equivalents or attainment of other measures of skills, of the WIA participants who graduated from the listed program.

The law says that states can negotiate with other states to permit providers in one state to accept the ITA issued by another state.

California's WtW Program—Jim Curtis, Research, Evaluation and Demonstration Projects Division (REDPD)

In order to better coordinate the WtW program, the REDPD and the Department of Social Services have hired five managers for each organization to work in teams. These teams will divide the State into five regions and work with the local entities to assist in removing any local barriers for the WtW program. This approach should help to fully expend the WtW funds and thus avoiding returning unspent funds to the federal government.

JTPA Closeout—Liz Clingman, WID

The closeout directive should be released in draft on the Web site by the end of the month. The final closeout reports are due to the State by September 30, 2000. Cash can be requested up to and including October 31, 2000. Liz indicated that the *JTPA*

Program Closeout Guide requires compliance with all regular fourth quarter reporting deadlines as well as the final closeout date of September 30, 2000. One administrator questioned maintenance of the July 25th and August 20th reporting dates, when we are closing the program on September 30, 2000. The DOL is still requiring California to submit a fourth quarter report on August 15, 2000, and a final performance report on September 30, 2000. For that reason, California has maintained the July 25, 2000, and the August 20, 2000, local reporting deadlines.

Comment: Release of the closeout directive was delayed to try to obtain relief from the DOL regarding the August 15, 2000, reporting deadline. This would allow the State to remove the July 25, 2000, reporting requirement. Staff have raised the question to the DOL and the request is being considered. Pending a final decision from the DOL, the State is maintaining the current reporting requirements. If California is released from the August 15, 2000, reporting requirements, staff will immediately notify the Local Areas.

A draft *Participant and System Conversion Guide* will be out in the near future. We encourage the SDA Management Information System (MIS) and fiscal staff attend the MIS Users Meeting on May 8 and 9 in Anaheim. The closeout procedures and the WIA system status are the major points for discussion.

Several administrators voiced concern over the amount of their staff's time that is needed to address on site monitors. Additionally, there was a concern, that there is no coordination of the monitoring effort for the 8 percent program. Bob Hermsmeier indicated that WID had discussed this issue within the Employment Development Department (EDD) and will discuss this with the State Department of Education.

Performance Negotiations—Liz Clingman, WID

A workgroup was established which included both State and local staff to discuss the performance negotiation process in light of the 17 performance measures. The workgroup decided to do a concept paper. The paper is in clearance and will be on the EDD and Calwia Web sites by the end of the month. The concept paper will be an attachment to a letter that will go to the Chief Elected Officials (CEO) notifying them of the performance negotiation process and the proposed goals for the State of California. In that letter, the State will ask the CEO to appoint a designee to represent your area in the performance discussion. The SDA Administrators will be carbon copied on this letter. These designees will be then notified of the five or six regional meetings, which will be held to discuss the proposed levels and take input on the concept paper. Based on that input, the State goals may be revised. The State has committed to the DOL that there will be revised goals in the State Plan by July 1, 2000.

Next SDA Quarterly

The next SDA Quarterly will be held on June 2, 2000, in Sacramento.